



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

April 3, 2015

To: Patrick Ogawa
Acting Executive Officer, Board of Supervisors

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.160 – WORKFORCE REDUCTION**

In response to the February 20, 2015 request from your office, attached is the completed sunset review recommendation for Board Policy No. 9.160 – *Workforce Reduction*.

After review of the policy, the Department of Human Resources (DHR) recommends the following minor revisions:

- Delete the word “ongoing” on the first sentence of the Policy statement as there is a timeframe on DHR’s mitigation efforts to place employees impacted by workforce reduction. DHR’s mitigation and placement efforts start prior to the impending workforce reduction and end one year after the impacted employees are placed on a reemployment list.
- Extend the sunset review date by four years to June 19, 2019.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Marisa Lopez, Senior Human Resources Manager, at (213) 351-8945.

LMG:EP
ML:HL:cv

Attachment

S/PMPD/BOS Policies/BOS 9.160 LMG Memo to BOS

Policy #:	Title:	Effective Date:
9.160	Workforce Reduction	06/21/95

(See also [3.080](#), [5.110](#) and [9.170](#))

PURPOSE

Instructs the Director of Personnel to coordinate and enhance the County's efforts to find alternative placement for County employees who may be subject to layoff.

REFERENCE

June 21, 1995 [Board Order, Synopsis 6](#)

April 25, 1995 Director of Personnel's memorandum to all Department Heads, ["DHR Coordination of Workforce Reduction"](#)

July 25, 1997 County of Los Angeles, Department of Human Resources Policies, Procedures, and Guidelines No. 1030 *"Workforce Reduction Management Guidelines"*

POLICY

The Director of Personnel shall coordinate and enhance the County's ongoing efforts to find alternative placement for County employees subject to layoff by implementing and/or continuing the strategies described in the April 25, 1995 memorandum to all Department Heads, "DHR Coordination of Workforce Reduction." All layoffs shall be conducted in accordance with the procedures and requirements set forth in the Civil Service Rules, collective bargaining agreements with employee unions, the June 21, 1995 Board Order, Synopsis 6, and the "Workforce Reduction Management Guidelines" issued by the Director of Personnel.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: June 21, 1995

Review Date: July 17, 2003

Review Date: July 19, 2007

Review Date: July 21, 2011

Review Date: June 19, 2015

Sunset Date: June 21, 2003

Sunset Date: June 21, 2007

Sunset Date: June 19, 2011

Sunset Date: June 19, 2015

Sunset Date: June 19, 2019



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Joanne Sturges, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

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All Department/District Heads

At the Adjourned Regular Budget Committee meeting of June 15, 1995, held on June 21, 1995, the following action was taken:

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The following item was called up for consideration:

Director of Personnel's revised recommendation to instruct the Director of Personnel to continue to coordinate and to enhance, wherever possible, the County's efforts to find alternative placements for County employees who may be subject to layoff, as outlined in the Director of Personnel's April 25, 1995 memorandum to all Department Heads; authorize Director of Personnel to implement job fairs, coordinate transfers of employees subject to layoff to other County Departments where feasible, encourage other public agencies and private organizations to hire County employees subject to layoff where possible, and to take such other similar actions as the Director deems appropriate to further the County's ongoing efforts to find alternative placements for County employees subject to layoff; also instruct all County Departments to cooperate with the Director of Personnel, in accordance with the procedures established by the Director of Personnel, in the conduct and coordination of layoff and reduction of employees and all efforts to find alternative placements for employees subject to layoff; instruct County Counsel to request that the Superior Court order any party initiating legal action which would stop or delay County workforce reductions to post a bond to offset any damages the County may incur if the County prevails in the lawsuit; and clarify the Board's policies with regard to employee layoffs as follows:

- a) All layoffs to be conducted in accordance with the procedures and requirements set forth in the Civil Service Rules and collective bargaining agreements with employee unions;

(Continued on Page 2)

Syn. 6 (Continued)

- b) When implementing layoffs the number of permanent County employees to be laid off or reduced by any County Department should be minimized, whenever possible, by making reasonable efforts to find alternative placements for such permanent employees in other County Departments, including the displacement of contract service workers, if the employees are qualified and available for such placement; and
- c) Whenever economically feasible, the number of County employees, whether permanent or temporary, to be laid off or reduced by any department should be minimized by discontinuing contract personnel services within such department, when the contract permits it, in areas where permanent or temporary County employees subject to layoff or reduction are qualified and available to perform such work, this policy shall not require the displacement of contract services workers in other County Departments to place temporary employees.

On motion of Supervisor Antonovich, seconded by Supervisor Yaroslavsky, unanimously carried (Supervisor Burke being absent), the Director of Personnel's attached recommendations were adopted.

Later in the meeting, on motion of Supervisor Dana, seconded by Supervisor Antonovich, unanimously carried (Supervisor Burke being absent), the foregoing motion was reconsidered.

Michael J. Henry, Director of Personnel addressed the Board.

After discussion, on motion of Supervisor Dana, seconded by Supervisor Yaroslavsky, unanimously carried (Supervisor Burke being absent), the Board took the following actions:

- a. Adopted the Director of Personnel's attached recommendations;
- b. Instructed the Chief Administrative Officer to report back to the Board at the Budget Committee meeting of June 27, 1995, if the Memorandum of Understanding language is inconsistent with policy c) that whenever economically feasible, the number of County employees, whether permanent or temporary, to be laid off or reduced by any department should be minimized by discontinuing contract personnel services within such department, when the contract permits it, in areas where permanent or temporary County employees subject to layoff or reduction are qualified and available to perform such work, this policy shall not require the displacement of contract services workers in other County Departments to place temporary employees; and

(Continued on Page 3)

Syn. 6 (Continued)

- c. Instructed the Director of Personnel to report back to the Board at the Budget Committee meeting of June 27, 1995 on the number of employees affected, costs and the time frames associated with the layoffs related to the Board's action of June 20, 1995 (Syn. 69), adopting the proposed budget for 1995-96.

062195.6

Attachment

Copies distributed:
Each Supervisor